

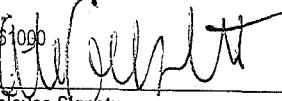
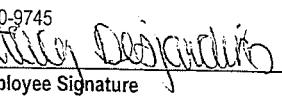
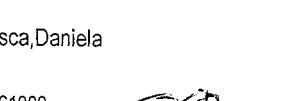
ector's Signa.

Chalem

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2048-- Boston Drug Lab

Week Ending: January 29, 2011

Employee Name:		Sunday 01/23/11		Monday 01/24/11		Tuesday 01/25/11		Wednesday 01/26/11		Thursday 01/27/11		Friday 01/28/11		Saturday 01/29/11	
brett,Kate  Employee Signature	Day: In - Out			7:15	3:15	8:15	3:15								
	Lunch: Out - In			12:00	12:30	12:00	12:30								
	Outside Duty: From - To														
Document exceptions or comments, indicate type and count.						1W Vacay ✓		SIC 7.5 ✓		SIC 7.5 ✓		Vaca 7.5 ✓			
jardins, Stacey  Employee Signature	Day: In - Out			8:35	4:35	8:30	4:30	9:15	2:45						
	Lunch: Out - In			12:00	12:30	12:00	12:30	—	—						
	Outside Duty: From - To														
Document exceptions or comments, indicate type and count.						2.0 SIC ✓		PER 7.5 ✓							
okhan, Annie  Employee Signature	Day: In - Out			6:45	3:00	6:45	4:00	6:45	PER	6:45	3:45	6:45	4:55		
	Lunch: Out - In			12:00	12:30	12:00	12:30			12:00	12:30	12:00	12:30		
	Outside Duty: From - To							1:45	3:00			8:30	11:45		
Document exceptions or comments, indicate type and count.				OT 1.25 ✓		Malice Dismiss		OT 1.0		OT 1.0		Middlesex Sip ✓			
asca,Daniela  Employee Signature	Day: In - Out			6:45	4:45	6:45	3:00	6:45	2:45						
	Lunch: Out - In			1:00	1:30	1:00	1:30	1:30	2:00						
	Outside Duty: From - To														
Document exceptions or comments, indicate type and count.				OT 2hrly ✓		Brighton Court 12:00 - 3:00		SIC 7.5 hr. ✓		Middlesex Sip					

Employee's Signature:

C. Halemi

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: January 29, 2011

Employee Name:		Sunday 01/23/11	Monday 01/24/11	Tuesday 01/25/11	Wednesday 01/26/11	Thursday 01/27/11	Friday 01/28/11	Saturday 01/29/11
Walter, Lisa	Day: In - Out		6:45 2:45	6:55 2:55	6:45 2:45	7:00 2:45	6:45 2:45	
	Lunch: Out - In		12:00 12:30	12:00 12:30	12:00 12:30	12:00 12:30	12:00 12:30	
	Outside Duty: From - To							
Employee Signature: <i>Lisa Wagner</i>								
Document exceptions or comments, indicate type and count.								
Walter, Michael	Day: In - Out		8:30 8:00	8:40 7:45	6:00 7:00		8:15 8:25	7:00 5:30
	Lunch: Out - In		1:20 1:50	2:15 2:45			1:45 2:15	3:00 2:00
	Outside Duty: From - To							
Employee Signature: <i>Michael Walter</i>								
Document exceptions or comments, indicate type and count.								
Medina, Nicole	Day: In - Out							
	Lunch: Out - In							
	Outside Duty: From - To							
Employee Signature: <i>PLS</i>								
Document exceptions or comments, indicate type and count.								
Brien, Elisabeth	Day: In - Out		7:30 4:35	8:00 12:00	7:35 2:05		7:40 2:40	
	Lunch: Out - In		11:30 12:00	—	11:30 12:00		11:30 12:00	
	Outside Duty: From - To							
Employee Signature: <i>Elisabeth Brien</i>								
Document exceptions or comments, indicate type and count.								

ector's Signature:

C Palermo

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: January 29, 2011

Employee Name:		Sunday 01/23/11		Monday 01/24/11		Tuesday 01/25/11		Wednesday 01/26/11		Thursday 01/27/11		Friday 01/28/11		Saturday 01/29/11		
Lips, Gloria 61000 Employee Signature: Gloria Phillips	Day: In - Out							8:30	4:30							
	Lunch: Out - In							12:00	12:30							
	Outside Duty: From - To															
Document exceptions or comments, indicate type and count.																
D. Peter 61000 Employee Signature: D. Peter	Day: In - Out			6:45	7:45	6:45	7:45	6:45	6:00				6:45	6:45	6:50	5:30
	Lunch: Out - In			12	12:30	12	12:30	12	12:30				12	12:30	1:30	2:00
	Outside Duty: From - To															
Document exceptions or comments, indicate type and count.																
Kaczkowski, Daniel 61000 Employee Signature: K. Kaczkowski	Day: In - Out			6:50	4:50	6:50	2:50	7:30	3:30				7:30	3:30		
	Lunch: Out - In			12:00	12:30	12:00	12:30	12:00	12:30				12:00	12:30		
	Outside Duty: From - To															
Document exceptions or comments, indicate type and count.																
Fague, Shirley 61000 Employee Signature: Shirley Fague	Day: In - Out			9:20	5:15	9:30	1:45	5:30	9:10	5:10	9:45	5:15	9:10	5:10		
	Lunch: Out - In			11:30	12:00	10:00	1:30	1:00	1:30	1:00	1:30	1:00	1:30	1:00	1:30	
	Outside Duty: From - To			1:45	2:30											
Document exceptions or comments, indicate type and count.																

Director's Signature:

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2048-- Boston Drug Lab

Week Ending: January 29, 2011

William A. Hinton State Laboratory Institute

OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval **prior** to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: January 24 - January 28, 2011

of hours requested: Listed Below

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be: paid at OT rate added to comp time balance
(if OT rate, complete below)

OT Account: 4516-1000

Approval:

Supervisor: Chalani Date: 1/27/11

Department Head: Julie Hanif Date: 1/27/11

Denial reason: _____

Name	Employee ID#	Overtime earned	Name	Employee ID #	Overtime earned
Annie Dookhan	275153	3.25			
Daniela Frosca	341343	2.0			
Michael Lewicki	120459	16.5			
Pete Piro	138624	24.0			
Daniel Perzynski	2917673	2.0			